



Council Agenda Report

To: Mayor Farrer and the Honorable Members of the City Council

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 14, 2020 Meeting date: March 16, 2020

Subject: Emergency Staffing Procedures and Employee Classifications

RECOMMENDED ACTION: 1) Discuss continuity of essential and non-essential City services during the Coronavirus emergency; 2) Identify essential and non-essential personnel needed for Emergency Operations Center (EOC) operations, storm response and rebuilding efforts; 3) Authorize paid administrative leave for non-essential personnel and 4) Authorize a temporary 5% pay increase to essential personnel during the local emergency.

FISCAL IMPACT: There is no expected fiscal impact associated with the recommended action. Staff compensation and benefits are included in the Adopted Budget for Fiscal Year 2019-2020 for each department. The City will submit for reimbursement to FEMA for any emergency expenses.

WORK PLAN: This item was not included in the Adopted Work Plan for Fiscal Year 2019-2020 and is part of normal staff operations.

DISCUSSION: On March 4, 2020, Los Angeles County declared a Level Three local emergency. On March 14, 2020, the City declared a local state of emergency. Since that time, as confirmed cases of community spread increase, the federal and state government have instructed communities to take additional precautions to protect public health.

To reduce the likelihood of community spread and protect the vulnerable members of the community, the City has closed the senior center, cancelled all non-essential meetings, events and programs, and opened City Hall to the public by appointment only.

In following with other local governmental agencies including the City of Los Angeles, it is time to consider additional precautions to not only protect employees' health, but also to ensure the continuity of essential city services and further prevent the spread of the virus to help protect our vulnerable populations and avoid overwhelming our regional health system.

During this time, essential employees are needed to operate the City's EOC, manage the City's storm response and facilitate rebuilding. However, it is not be necessary for all employees to report to City Hall in order to provide these services. As detailed in the City's Pandemic Response Plan, to minimize social contact, the City can implement alternative modes of communication while providing for the continuity of government services. Essential and non-essential employees may work remotely from home using the City's existing information technological system and resources.

At this time, staff recommends that essential personnel directly involved in EOC operations continue to work at City Hall and/or remotely as needed while all non-essential personnel work remotely from home and continue to be paid regular time. In the event that non-essential employees are not needed to work remotely due to a significant reduction of the City's standard workflow during this local emergency, it is recommended paid administrative leave be authorized for non-essential personnel.

In recognition of the additional work required from all essential personnel during this local emergency above and beyond their standard work responsibilities, it is recommended that essential staff receive a temporary 5% salary increase.

These are recommended measures are only temporary during this emergency and the City will seek reimbursement for the expenses associated with these measures from FEMA. It is anticipated that the City will resume normal operations as soon as possible.